



# CEBU NORMAL UNIVERSITY

Osmeña Blvd. Cebu City  
TIN: 001-376-907-000

## Purchase Order Supply and Procurement Office

|                                                              |                                             |
|--------------------------------------------------------------|---------------------------------------------|
| Supplier : <b>SPINS TECH TRADING AND SERVICES</b>            | P.O. No. : <b>23-09-498</b>                 |
| Address : Back of Darnayla Mactan Ston, Basa, Lapu-lapu City | Date : <b>September 29, 2023</b>            |
| TIN : 216-052-155-000 / Philgeps no.: 2021-560451            | Mode of Procurement : <b>Public Bidding</b> |

Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

|                                                    |                                                                         |
|----------------------------------------------------|-------------------------------------------------------------------------|
| Place of Delivery : <b>CNU - 403 Supply Office</b> | Delivery Term : <b>30</b> calendar days upon receipt of NTP             |
| Date of Delivery :                                 | Payment Term : <b>Through ADA from 5-7 days after complete delivery</b> |


| Stock/Property No. | Unit   | Description                                                                                                                            | Quantity | Unit Cost | Amount     |
|--------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|------------|
| 1                  | pcs    | BALLPEN BLACK, Retractable, Metal Tip, Black                                                                                           | 800      | 30.00     | 24,000.00  |
| 2                  | pcs    | BALLPEN, Retractable, Metal Tip, BLUE                                                                                                  | 800      | 30.00     | 24,000.00  |
| 3                  | pcs    | BALLPEN, Retractable, Metal Tip, RED                                                                                                   | 500      | 30.00     | 15,000.00  |
| 4                  | pack   | BATTERY, size AA, Alkaline, 2pcs/pack                                                                                                  | 250      | 120.00    | 30,000.00  |
| 5                  | pack   | BATTERY, size AAA, Alkaline, 2pcs/pack                                                                                                 | 266      | 120.00    | 31,920.00  |
| 6                  | pack   | Battery, AAAA, ALKALINE, 4pcs/pack                                                                                                     | 5        | 180.00    | 900.00     |
| 7                  | piece  | CLEAR BOOK, REFILLABLE, 20SHEETS 27HOLES (8.5" x 13") DIAGONAL LINES DESIGN, Black                                                     | 190      | 30.00     | 5,700.00   |
| 8                  | pack   | Clip, Metal Bulldog Clip, Black, 50mm, 5pcs/pack                                                                                       | 30       | 84.00     | 2,520.00   |
| 9                  | packs  | Clearbook Refills/Sheet Protector, 100's per pack, Legal Size                                                                          | 15       | 192.00    | 2,880.00   |
| 10                 | box    | CLIP, backfold, 19mm, 12pcs/box                                                                                                        | 152      | 19.20     | 2,918.40   |
| 11                 | box    | CLIP, backfold, 25mm, 12pcs/box                                                                                                        | 135      | 27.60     | 3,726.00   |
| 12                 | box    | CLIP, backfold, 32mm, 12pcs/box                                                                                                        | 90       | 43.20     | 3,888.00   |
| 13                 | box    | CLIP, backfold, 50mm, 12pcs/box                                                                                                        | 120      | 92.40     | 11,088.00  |
| 14                 | piece  | CORRECTION TAPE, 5mm x 8mm, Disposable                                                                                                 | 400      | 21.60     | 8,640.00   |
| 15                 | pcs    | DATER STAMP, 4mm rubber stamp, at least 10 years Validity                                                                              | 20       | 43.20     | 864.00     |
| 16                 | piece  | DATING AND STAMPING MACHINE, Self-Inking, 4mm sized date characters, in day/month/year format, (year band valid for at least 10 years) | 17       | 780.00    | 13,260.00  |
| 17                 | pcs    | DOCUMENT TRAY, 3 LAYERS, STEEL, Black                                                                                                  | 30       | 489.60    | 14,688.00  |
| 18                 | pcs    | Document Tray, File Rack Desktop Organizer, Two Layers, Metal, Black Color                                                             | 30       | 417.60    | 12,528.00  |
| 19                 | piece  | ENVELOPE, Expanding, Clear Plastic, with button                                                                                        | 100      | 63.60     | 6,360.00   |
| 20                 | piece  | ERASER, plastic/ rubber                                                                                                                | 150      | 4.80      | 720.00     |
| 21                 | set    | FILE TAB DIVIDER, bristol board, COLORED, LEGAL, 10pcs/set                                                                             | 50       | 36.00     | 1,800.00   |
| 22                 | pc     | FILE TAB DIVIDER, bristol board, White, A4                                                                                             | 500      | 36.00     | 18,000.00  |
| 23                 | pc     | FILE TAB DIVIDER, bristol board, white, Legal                                                                                          | 50       | 36.00     | 1,800.00   |
| 24                 | pcs    | FOLDER, White, LONG, WITH TRANSPARENT PLASTIC JACKET                                                                                   | 350      | 21.60     | 7,560.00   |
| 25                 | pcs    | FOLDER, White, Short, WITH TRANSPARENT PLASTIC JACKET                                                                                  | 260      | 19.20     | 4,992.00   |
| 26                 | pc     | Glue Gun, Heavy Duty Industrial Grade, 100watts                                                                                        | 5        | 163.20    | 816.00     |
| 27                 | pack   | Glue Gun Stick, 11.2mm x 200mm, 6pcs/pack                                                                                              | 30       | 19.20     | 576.00     |
| 28                 | bottle | INK, for stamp pad, violet, 50mL                                                                                                       | 37       | 22.80     | 843.60     |
| page 1 of 3        |        |                                                                                                                                        |          |           | 251,988.00 |


This Purchase Order shall be a legally binding contract once accepted and signed by the Supplier. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

  
 Signature over Printed Name of Supplier  
 Date: 10/26/2023

Very truly yours,

  
 DANIEL A. ARIASO, SR., PhD, CESO II  
 Signature over Printed Name of Authorized Official  
 SUC President III  
 Designation

|                                                                                                                                                                                            |                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Fund Cluster : <u>LMP</u>                                                                                                                                                                  | ORS/BURS No. : _____        |
| Funds Available : <u>817,069.60</u>                                                                                                                                                        | Date of the ORS/BURS: _____ |
| <br>ROCHE E. OCAMPO<br>Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit | Amount : _____              |

prepared by: fel



Certification Date: 1 February 2021  
Recertification due date: 24 January 2024  
For verification of the certificate please access [www.gcl-uk.com](http://www.gcl-uk.com) (certification check and type the registration number)

SDF-COA-517-016-01





# CEBU NORMAL UNIVERSITY

Osmeña Blvd. Cebu City  
TIN: 001-376-907-000

## Purchase Order Supply and Procurement Office

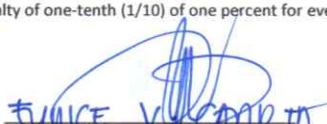
|                                                              |                                             |
|--------------------------------------------------------------|---------------------------------------------|
| Supplier : <b>SPINS TECH TRADING AND SERVICES</b>            | P.O. No. : <b>23-09-498</b>                 |
| Address : Back of Darnayla Mactan Ston, Basa, Lapu-lapu City | Date : <b>September 29, 2023</b>            |
| TIN : 216-052-155-000 / Philgeps no.: 2021-560451            | Mode of Procurement : <b>Public Bidding</b> |

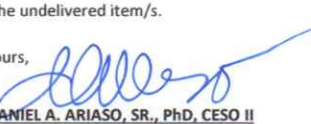
Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

|                                                    |                                                                  |
|----------------------------------------------------|------------------------------------------------------------------|
| Place of Delivery : <b>CNU - 403 Supply Office</b> | Delivery Term : <b>30</b> calendar days upon receipt of NTP      |
| Date of Delivery :                                 | Payment Term : Through ADA from 5-7 days after complete delivery |

| Stock/<br>Property<br>No. | Unit  | Description                                                                                                                                       | Quantity | Unit Cost | Amount            |
|---------------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|-------------------|
|                           |       | <i>balance forwarded</i>                                                                                                                          |          |           | <b>251,988.00</b> |
| 29                        | piece | MAGAZINE/DATA FILE BOX,with pocket label and finger ring, Horizontal with Close End, Legal, Black/Blue                                            | 100      | 171.60    | <b>17,160.00</b>  |
| 30                        | box   | MAP PINS, PUSH PINS, 100 assorted color                                                                                                           | 32       | 13.20     | <b>422.40</b>     |
| 31                        | pcs   | MARKER, PERMANENT BROAD BLACK                                                                                                                     | 200      | 31.20     | <b>6,240.00</b>   |
| 32                        | pcs   | MARKER, PERMANENT BROAD BLUE                                                                                                                      | 226      | 31.20     | <b>7,051.20</b>   |
| 33                        | pcs   | MARKER, PERMANENT FINE BLUE                                                                                                                       | 165      | 25.20     | <b>4,158.00</b>   |
| 34                        | pcs   | MARKER, WHITEBOARD, Broad, BLACK                                                                                                                  | 250      | 48.00     | <b>12,000.00</b>  |
| 35                        | pcs   | MARKER, WHITEBOARD, Broad, BLUE                                                                                                                   | 200      | 48.00     | <b>9,600.00</b>   |
| 36                        | pc    | MARKER, Twin-Tip (fine and extra fine), Black                                                                                                     | 120      | 8.40      | <b>1,008.00</b>   |
| 37                        | pc    | MARKER, Twin/Double-Tip (fine and extra fine), Blue                                                                                               | 120      | 8.40      | <b>1,008.00</b>   |
| 38                        | piece | Meterstick, Wooden, 100cm/1M                                                                                                                      | 30       | 27.60     | <b>828.00</b>     |
| 39                        | pad   | NOTE PAD, stick on, 2" x 3", 100 sheets per pad, Green                                                                                            | 300      | 18.00     | <b>5,400.00</b>   |
| 40                        | pad   | NOTE PAD, stick on, 3" x 3", 100 sheets per pad, Green                                                                                            | 400      | 24.00     | <b>9,600.00</b>   |
| 41                        | pad   | NOTE PAD, stick on, 3" x 4", 100 sheets per pad, Green                                                                                            | 135      | 36.00     | <b>4,860.00</b>   |
| 42                        | pack  | NOTE PAD, Sticky Notes, Sticky Flags in Dispenser,2 pads/pack ( 50 Sheets per Pad, 100 Pads per Pack), 1 inch x 1 3/4 inch, any color, Film Index | 50       | 36.00     | <b>1,800.00</b>   |
| 43                        | pad   | NOTE PAD, Sticky Notes,Sticky Notepad/Memo, Transparent and Waterproof, 3 x 3 inches, 50sheets/pad                                                | 200      | 36.00     | <b>7,200.00</b>   |
| 44                        | pack  | Sticky Note, Film Index Flag Type with "SIGN HERE" label, 1x1.7in, (50 sheets/pack),any available colors                                          | 200      | 36.00     | <b>7,200.00</b>   |
| 45                        | pc    | NOTEBOOK 90 LEAVES                                                                                                                                | 300      | 27.60     | <b>8,280.00</b>   |
| 46                        | box   | PAPER CLIP, vinly/plastic coated, jumbo, 50mm, 100s/box                                                                                           | 70       | 30.00     | <b>2,100.00</b>   |
| 47                        | ream  | PAPER, BOND LETTER, MIMEO, SUBS18                                                                                                                 | 40       | 360.00    | <b>14,400.00</b>  |
| 48                        | ream  | PAPER, BOND LONG, YELLOW, Subs20                                                                                                                  | 200      | 180.00    | <b>36,000.00</b>  |
| 49                        | ream  | PAPER, MULTICOPY A4, Subs20                                                                                                                       | 200      | 240.00    | <b>48,000.00</b>  |
| 50                        | ream  | PAPER, MULTICOPY LEGAL, Subs20                                                                                                                    | 400      | 240.00    | <b>96,000.00</b>  |
| 51                        | ream  | PAPER, MULTICOPY, LETTER, SUBS20                                                                                                                  | 300      | 240.00    | <b>72,000.00</b>  |
| 52                        | pack  | PAPER, SPECIALTY BOARD LEGAL, 100PCS/PACK                                                                                                         | 50       | 420.00    | <b>21,000.00</b>  |
| 53                        | pack  | PAPER, SPECIALTY BOARD LETTER, 100pcs/pack                                                                                                        | 40       | 420.00    | <b>16,800.00</b>  |
| 54                        | pack  | PAPER, STICKER, WHITE, Short, GLOSSY(100'S/PACK)                                                                                                  | 20       | 420.00    | <b>8,400.00</b>   |
| 55                        | piece | PENCIL SHARPENER, manual, single cutter head, Metal Desk Sharpener                                                                                | 24       | 391.20    | <b>9,388.80</b>   |
| 56                        | roll  | Plastic Cover gauge 4 , 48"x 50 yard per roll                                                                                                     | 5        | 1,116.00  | <b>5,580.00</b>   |
| 57                        | pcs   | PUNCHER 2 HOLES, METAL, HEAVY DUTY, Metal                                                                                                         | 12       | 207.60    | <b>2,491.20</b>   |
| <i>page 2 of 3</i>        |       |                                                                                                                                                   |          |           | <b>687,963.60</b> |

This Purchase Order shall be a legally binding contract once accepted and signed by the Supplier. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:   
Signature over Printed Name of Supplier  
Date: 10/26/2023

Very truly yours,   
**DANIEL A. ARIASO, SR., PhD, CESO II**  
Signature over Printed Name of Authorized Official  
SUC President III  
Designation

|                                                                                                            |                             |
|------------------------------------------------------------------------------------------------------------|-----------------------------|
| Fund Cluster : <u>GMA</u>                                                                                  | ORS/BURS No. : _____        |
| Funds Available : <u>807,069,602</u>                                                                       | Date of the ORS/BURS: _____ |
| <b>ROCHE E. OCAMPO</b><br>Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit | Amount : _____              |



Certification Date: 1 February 2021  
Recertification due date: 24 January 2024  
For verification of the certificate, please access: [www.gcl.com](https://www.gcl.com)  
(Certification check and type the registration number)





# CEBU NORMAL UNIVERSITY

Osmeña Blvd. Cebu City  
TIN: 001-376-907-000

## Purchase Order Supply and Procurement Office

|                                                              |                                             |
|--------------------------------------------------------------|---------------------------------------------|
| Supplier : <b>SPINS TECH TRADING AND SERVICES</b>            | P.O. No. : <b>23-09-498</b>                 |
| Address : Back of Darnayla Mactan Ston, Basa, Lapu-lapu City | Date : <b>September 29, 2023</b>            |
| TIN : 216-052-155-000 / Philgeps no.: 2021-560451            | Mode of Procurement : <b>Public Bidding</b> |

Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

|                                                    |                                                                  |
|----------------------------------------------------|------------------------------------------------------------------|
| Place of Delivery : <b>CNU - 403 Supply Office</b> | Delivery Term : <b>30</b> calendar days upon receipt of NTP      |
| Date of Delivery :                                 | Payment Term : Through ADA from 5-7 days after complete delivery |

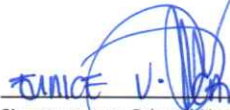
| Stock/Property No. | Unit  | Description                                                                                                                   | Quantity | Unit Cost | Amount            |
|--------------------|-------|-------------------------------------------------------------------------------------------------------------------------------|----------|-----------|-------------------|
|                    |       | <i>balance forwarded</i>                                                                                                      |          |           | <b>687,963.60</b> |
| 58                 | pc    | Puncher, Single Hole Adjustable Punch, Hole Diameter: 6mm, Metal Heavy Duty                                                   | 10       | 39.60     | <b>396.00</b>     |
| 59                 | pc    | Puncher, Circle Puncher/Single Hole, Diameter: 3"                                                                             | 10       | 54.00     | <b>540.00</b>     |
| 60                 | book  | RECORD BOOK, OFFICIAL, 300 PAGES, 8.5" x 11"                                                                                  | 100      | 117.60    | <b>11,760.00</b>  |
| 61                 | book  | RECORD BOOK, OFFICIAL, 500 PAGES, 8.5" x 11"                                                                                  | 100      | 160.80    | <b>16,080.00</b>  |
| 62                 | piece | RULER, plastic, 450mm (18"), width: 38mm min                                                                                  | 30       | 4.80      | <b>144.00</b>     |
| 63                 | pair  | SCISSORS, symmetrical, 8" Heavy Duty                                                                                          | 100      | 48.00     | <b>4,800.00</b>   |
| 64                 | pcs   | SIGN PEN, Biopolymer Gel Ink Rollerball pen, Extra Fine Tip (#3), Black                                                       | 300      | 48.00     | <b>14,400.00</b>  |
| 65                 | piece | SIGN PEN, Biopolymer Gel Ink Rollerball pen, Extra Fine Tip (#3), Blue                                                        | 300      | 30.00     | <b>9,000.00</b>   |
| 66                 | pcs   | SIGN PEN, Biopolymer Gel Ink Rollerball pen, Extra Fine Tip (#3), Red                                                         | 200      | 30.00     | <b>6,000.00</b>   |
| 67                 | piece | STAPLE REMOVER, plier type, stainless steel                                                                                   | 15       | 27.60     | <b>414.00</b>     |
| 68                 | box   | STAPLE WIRE #10, 1000's/box                                                                                                   | 175      | 8.40      | <b>1,470.00</b>   |
| 69                 | piece | STAPLER, standard type, #10                                                                                                   | 20       | 56.40     | <b>1,128.00</b>   |
| 70                 | pc    | Storage Box, with Lid, Collapsible, Thick and durable Chipboard, L 40 x W 29 x H 28.5 cm, pref. color: Black or/and dark blue | 25       | 480.00    | <b>12,000.00</b>  |
| 71                 | pcs   | TAPE, DISPENSER 1", Table Top                                                                                                 | 5        | 121.20    | <b>606.00</b>     |
| 72                 | roll  | TAPE, DOUBLE SIDED 2", 8-10m/roll                                                                                             | 70       | 64.80     | <b>4,536.00</b>   |
| 73                 | roll  | TAPE, DOUBLE SIDED 1", 8-10m/roll                                                                                             | 120      | 32.40     | <b>3,888.00</b>   |
| 74                 | roll  | TAPE, DUCT 2", 20-25m/roll, aluminum                                                                                          | 89       | 80.40     | <b>7,155.60</b>   |
| 75                 | roll  | TAPE, masking, 24mm, 20-25m/roll                                                                                              | 100      | 43.20     | <b>4,320.00</b>   |
| 76                 | roll  | TAPE, MASKING, 48mm, 20m-25m/roll                                                                                             | 200      | 39.60     | <b>7,920.00</b>   |
| 77                 | roll  | TAPE, packaging, 48mm, 45-50m/roll                                                                                            | 140      | 22.80     | <b>3,192.00</b>   |
| 78                 | roll  | TAPE, transparent, 24mm, 45-50m/roll                                                                                          | 277      | 13.20     | <b>3,656.40</b>   |
| 79                 | roll  | TAPE, transparent, 48mm, 45-50m/roll                                                                                          | 250      | 22.80     | <b>5,700.00</b>   |

Page 3 of 3


|                         |                                                                      |                   |
|-------------------------|----------------------------------------------------------------------|-------------------|
| (Total Amount in Words) | <b>Eight hundred seven thousand sixty-nine and 60/100 pesos only</b> | <b>807,069.60</b> |
|-------------------------|----------------------------------------------------------------------|-------------------|

This Purchase Order shall be a legally binding contract once accepted and signed by the Supplier. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

  
**JUNICE V. CANDIA**  
 Signature over Printed Name of Supplier  
 10/26/2023  
 Date

Very truly yours,

  
**DANIEL A. ARIASO, SR., PhD, CESO II**  
 Signature over Printed Name of Authorized Official  
 SUC President III  
 Designation

|                                                                                                            |                             |
|------------------------------------------------------------------------------------------------------------|-----------------------------|
| Fund Cluster : <u>CNA</u>                                                                                  | ORS/BURS No. : _____        |
| Funds Available : <u>807,069.60</u>                                                                        | Date of the ORS/BURS: _____ |
| <b>ROCHE E. OCAMPO</b><br>Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit | Amount : _____              |

prepared by: fel

Certification Date: 1 February 2021  
 Recertification due date: 24 January 2024  
 For verification of the certificate please access [www.gcl-efl.com](http://www.gcl-efl.com)  
 (Certification check and type the registration number)

